

5.4 Corporate Services Management



Lessing, Adam Anthony
Acting Director
Corporate Services



Lessing, Adam Anthony
Deputy Director
Corporate Services



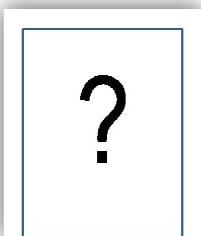
Ncongwane, Thomas Mbuthi
Assistant Director: Job
Evaluation and PMS



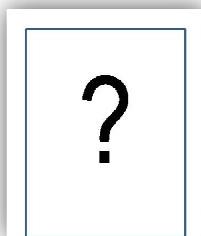
Khumalo, Jabulisile Elsie
Assistant Director
Administration & Auxiliary



Zwane, Themba Johannes
Assistant Director
OHS



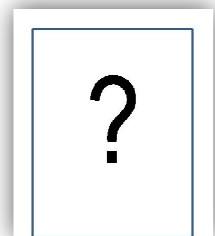
Vacant
Assistant Director
HRM



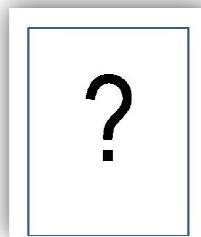
Vacant
Deputy Director
CS Auxiliary Support Services



Van Der Nest, Adriaan Johannes
Admin Manager
Outside Units



Vacant
Assistant Director Legal



Vacant
Fleet Manager

Function: Msukaligwa Municipality		
5.4.1 Corporate Services		
Reporting Level	Detail	Total
Overview	<p>Corporate Services is the support directorate to all directorates and council to ensure the provision of professional services with integrity, honesty and diligence, with the aim to, facilitate the improvement of services and corporate governance within the municipality.</p> <p style="text-align: right;">Mr. Lessing, Adam Anthony Acting Director Corporate Services</p>	
1.	<p>Legal Services:</p> <p style="text-align: right;">Vacant Assistant Director Legal</p> <p>Provides professional legal guidance, advice and opinions and supports processes to monitor compliance and control procedural applications through assessment and analysis of the status of implementation and application of policies, agreements and by laws, researching case law, judgments and commentaries explaining the purpose and intent and/or interpretation and, providing guidance on terminology and legal applications relating to discussions, resolutions and/ or the drafting of contractual rights and obligations in order to ensure risks are controlled and intent embodied in legal prescripts and law upheld.</p> <p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> ☐ None <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> ☐ None 	
2.	<p style="text-align: right;">Mr. Lessing, Adam Anthony Deputy Director Corporate Services</p> <p>Directs and controls the provision of a Human Resources service through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes; providing strategic advice on the mission critical initiatives with respect to Human Resources Management and Development, implementing programmes and interventions to support productivity, performance and discipline and monitoring the adequacy of administrative systems in respect of information access and availability in order to ensure the functionality contributes positively towards creating a motivating and enriching climate that supports job satisfaction, employee well-being and conformity with legislative requirements and terms and conditions encapsulated in agreements regulating the sector</p> <p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> ☐ Effective implementation of a PMS for all Managerial and supervisory posts ☐ Ensure that a functional staff establishment linked to TASK is developed. ☐ Ensure a sound Labour Relations environment within the Organization ☐ The development of industry acceptable Works Skills Plans (WSP) and PDP's for Municipal Staff Members. ☐ Ensure the maintenance of a Healthy working environment in compliance of all existing Human Resources Policies and programmes to ensure alignment to applicable legislation by 31 March 2009. ☐ Development of an Employment Equity Plan in compliance to prescripts ☐ Control and Manage Finances and Continuously monitor and manage budget <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> ☐ HR Provisioning ☐ Training and Development ☐ Personnel Administration ☐ Labour/Human Relations Management ☐ Occupational Health and Safety ☐ Job Design and Evaluation ☐ Performance Management 	
3.	Human Resources:	

Vacant
Assistant Director: HRM

Directs and controls the functional key performance areas, processes and procedures associated with the specific Human Resources functions through assessment and analysis of the current status, provision of guidelines and recommendations on the review or introduction of systems and controls, establishing and monitoring adherence to statutory reporting requirements in respect of Skills Development and Employment Equity, monitoring the execution of processes to attract, retain and/ or recognize capable and competent individuals and disseminating information and/ or opinions on organizational arrangement and/ or workplace conflict issues in order to ensure the Division is positioned to support the organization with achieving conformance and maintenance of an effective work environment.

The strategic objectives of this function are to:

- ▣ To ensure that Personnel are employed, capacitated and remunerated accordingly

The key issues for 2008/09 are:

- ▣ HR provisioning, Development and administration of salaries

4.

Job Evaluation and PMS:

Mr. Ncongwane, Thomas Mbhuti
Assistant Director: Job Evaluation and PMS

Directs and controls the functional key performance areas, processes and procedures associated with Organisational Development by analyzing and establishing the adequacy of interventions to achieve transformation and performance objectives, providing support, advice and guidance in respect of aligning organization functions and role boundaries, monitoring the implementation of the functional Performance Management System and its effectiveness to measure and report on the accomplishment of outcomes and, analyzing the effectiveness and contribution of transformation policies to support change in order to ensure human resources management interventions contribute positively to change and effectiveness.

The strategic objectives of this function are to:

- ▣ Effective implementation of the PMS for the Municipality in terms of policies
- ▣ Support Departments in the production of quality Job Descriptions, Strategic Operational Plans and Balance Score Cards.
- ▣ Control and Manage Finances and Continuously monitor and manage budget

The key issues for 2008/09 are:

- ▣ Design the organisational structure to meet the objectives of the IDP. Ensure that all employees have job descriptions that are signed and to ensure that all positions are evaluated in terms of task job evaluation system. To implement the employee PMS system initially to senior managers and later to all staff up to post level 5.

5.

Occupational Health and Safety [OHS]:

Mr. Zwane, Themba Johannes
Assistant Director: OHS

Manages the key performance areas, processes and procedures associated with the Occupational Health and Safety functionality by identifying with the legislative requirements and developing, seeking approval and implementing procedures, systems and approaches to monitor and maintain conformity; defining the scope of audit and investigational studies to determine potential threat; exploring the appropriateness of preventative measures using scientific and statistical methodologies to derive and report on conclusions and, conducting educational and informative sessions to explain procedures, practices and policies addressing occupational hazards and risks in order to ensure the functionality is positioned to support the organization with its statutory obligations with respect to the provision of a safe and healthy work environment.

The strategic objectives of this function are to:

- ▣ The development and institutionalization of the OHS policy and policy statement.
- ▣ To establish and maintain workplace health and safety committees
- ▣ To have an emergency plan and evacuation procedures
- ▣ Control and Manage Finances and Continuously monitor and manage budget

The key issues for 2008/09 are:

- ▣ Conduct routine safety audits
- ▣ Conduct health and safety risk assessment
- ▣ Conduct training in relation to hazards in the workplace.

	<ul style="list-style-type: none"> ☐ Promote health and safety in the workplace ☐ Develop health and safety policies. ☐ Provide for emergency care for the workplace: fire preparedness and first aid treatment. ☐ Ensuring that accidents/ incidents are reported and investigated. ☐ Establishment of health and safety committees.
6.	<p>Administration and Auxiliary</p> <p style="text-align: center;">Ms Jabulisile E Khumalo Assistant Director Corp.(Administration & Auxiliary)</p> <p>Manages the administrative services functionality, assessing deliverables and prioritizing outcomes in respect of Corporate Support and Auxiliary functions relating to Registry and Records Management, Office Support and Facilities Maintenance, implementing procedures and, investigating and resolving deviations and, attending to the preparation of responses and provision of information to support query resolution to ensure compliance with statutory regulations and conformance with customer satisfaction principles.</p> <ul style="list-style-type: none"> ☐ To ensure implementation and adherence to the National archiving legislation ☐ To administer and execute electronic document management functions within the Municipal arena ☐ To manage the Msukaligwa Municipal telephone billing functions ☐ Coordination and Preparation of Council and Committees agendas in accordance to set quality standards ☐ Provision of efficient logistics and support services to departments and Committees ☐ Development and adherence to set quality assurance standards and operational procedure ☐ Ensure the compliance to National Archives Legislations <p>The strategic objectives of this section are to:</p> <ul style="list-style-type: none"> ☐ To render comprehensive committee support services to Council. ☐ Adherence to Personnel administrative matters ☐ The provision of an effective and reliable records system ☐ Ensure effective administrative housekeeping and maintenance of furniture and equipments ☐ Control and Manage Finances and Continuously monitor and manage budget <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> ☐ Limited budget ☐ Personnel shortage
7.	<p>Fleet Management</p> <p style="text-align: center;">Vacant Fleet Manager</p> <p>Manages and controls the key performance areas associated with fleet administrative and control requirements by reviewing current procedural applications and providing options and alternatives to improve services and information availability, implementing systems and processes to monitor utilization, regulatory compliance and efficiencies and communicating with users on fleet management applications to improve understanding and conformity in order to ensure the functionality contributes to maximizing value, improving effectiveness and reducing unnecessary costs.</p> <p>The strategic objectives of this section are:</p> <ul style="list-style-type: none"> ☐ None <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> ☐ None
8.	<p>Deputy Director Corporate Services: Auxiliary Services</p> <p style="text-align: center;">Vacant Deputy Director Corporate Services: Auxiliary Services</p> <p>Directs and controls the key performance areas of the Corporate Services function encapsulating Administration and Auxiliary, Fleet Administration and Local Economic Development and Tourism through the implementation of policies, procedures, systems and controls guiding critical interventions, applications and outcomes, providing advice and support with respect to specific functional requirements and, controlling the specialized and operational dimensions involving planning and programme execution ensuring that departmental priorities are adequately addressed and attended to and, key functional areas are aligned towards sustaining and improving the efficiencies of processes and achieving objectives.</p> <p>The strategic objectives of this section are:</p>

	<p> None</p> <p>The key issues for 2008/09 are:</p> <p> None</p>
10.	<p>Administration Manager: External Units:</p> <p style="text-align: center;">Vacant Administration Manager: External Units</p> <p>Applies procedures to support requirements relating to the functioning and operations of the remote municipal offices, monitoring and controlling systems and applications necessary to support services and communication, coordinating administrative and general office support functions associated with updating and maintaining records and registers, extracting and verifying system reports prior to submission, completing and submitting procedural documentation for processing and monitoring the execution of priority and scheduled works with a view to reporting on the status or constraints.</p> <p>The strategic objectives of this section are to:</p> <p> None</p> <p>The key issues for 2008/09 are:</p> <p> None</p>

Function:	Msukaligwa Municipality										
Sub:	Municipal Manager's Office										
5.4.1.1 Legal Services											
Reporting Level	Detail										
Overview:	Provides professional legal guidance, advice and opinion and supports processes to monitor compliance and control procedural applications through assessment and analysis of the status of implementation and application of policies, agreements and by-laws, researching case law, judgements and commentaries explaining the purpose and intent and/or interpretation and, providing guidance on terminology and legal applications relating to discussions, resolutions and/ or the drafting of contractual rights and obligations in order to ensure risks are controlled and intent embodied in legal prescripts and law upheld.										
Description of the Activity:	<p>The function of legal services within the municipality is administered as follows and includes:</p> <ul style="list-style-type: none"> ⌚ Monitoring and maintaining compliance. ⌚ Research ⌚ Legal interpretation and opinion ⌚ Reports and Records <p>These services extend to include <i>Msukaligwa Municipal region</i>, but do not take account of <i>GSDM Municipal region</i> which resides within the jurisdiction of <i>Provincial government</i>. The municipality has a mandate to:</p> <ul style="list-style-type: none"> ⌚ To procure on all needs and projects of which the municipality receive direct grants as well as from internal funds. 										
Analysis of the Function:	<p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> ⌚ None <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> ⌚ None 										
	<p>Numbers and costs to the employer of all Legal Services Staff:</p> <table> <tr> <td>⌚ Assistant Director Legal</td> <td>Total Costs:</td> <td>0</td> <td>R0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>R0.00</td> </tr> </table>		⌚ Assistant Director Legal	Total Costs:	0	R0.00				R0.00	
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			R0.00								
Key Performance Area	Performance During the Year, Performance Targets Against Actual Achieved and Plans to Improve Performance	Current	Target								
	⌚ None										

Function:	Msukaligwa Municipality																																			
Sub:	Corporate Services																																			
5.4.1.2 Human Resources																																				
Reporting Level	Detail	Total																																		
Overview:	Human Resources Section provider support services to all departments. That main focus areas includes amongst other, ensuring accountable, efficient and transparent governance as well as the provision of an effective HR support Services.																																			
Description of the Activity:	<p>The function of HR services within the municipality is administered as follows and includes:</p> <ul style="list-style-type: none"> Forecasting and predicting the Human Resources needs in the organization in consultation with the various departments(personnel budgeting) Recruitment, selection and placement of staff and the administration of the employment process. Updating and maintenance of the human resource database for proper record keeping and legal compliance purposes. Compilation, maintenance and updating the organizational diagram's of the municipality after approval by the Council. Labour relations including arrangements for meetings of the Local Labour Forum and its sub committees disciplinary and grievance matters. Administration of Council's Employee Assistant (EAP) programme still needs to be implemented full as a draft policy was developed. Administration and arrangement of HIV/AIDS consultative meetings and campaigns in the workplace in co-operation with all departments. The TASK Job Evaluation job descriptions has been draft and sign by all stakeholders and has been submitted to the Moderation Committee for evaluation, 90% complete. The Draft Employment Equity plan developed and still need be finalised be all stakeholders involved to come up with the target and goals for the plan. <p>These services extend to include <i>Msukaligwa Municipal region</i>, but do not take account of <i>GSDM Municipal region</i> which resides within the jurisdiction of Provincial government.</p>																																			
Analysis of the Function:	<p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> Effective implementation of a PMS for all Managerial and supervisory posts Ensure that a functional staff establishment linked to TASK is developed Ensure a sound Labour Relations environment within the Organization The development of industry acceptable Works Skills Plans (WSP) and PDP's for Municipal Staff Members. ensure the maintenance of a Healthy working environment in compliance The review of all existing Human Resources Policies and programmes to ensure alignment to applicable legislation by 31 March 2009. Development of an Employment Equity Plan in compliance to prescripts Control and Manage Finances, Continuously monitor and manage budget <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> HR provisioning Industrial Relations/ LRA Skills Development Administration of salaries Occupational Health and Safety. <p>Numbers and costs to the employer of all HR Services Staff:</p> <table> <tbody> <tr> <td>Deputy Director Corporate Services: HR</td> <td>1</td> <td>431 352</td> </tr> <tr> <td>Assistant Director Organisational Development</td> <td>1</td> <td>317 957</td> </tr> <tr> <td>Assistant Director OHS</td> <td>1</td> <td>351 619</td> </tr> <tr> <td>Senior Personnel Officer</td> <td>1</td> <td>276 037</td> </tr> <tr> <td>Personnel Officer</td> <td>2</td> <td>533 689</td> </tr> <tr> <td>Administration Officer: LRA</td> <td>1</td> <td>233 153</td> </tr> <tr> <td>Safety Officer</td> <td>1</td> <td>159 429</td> </tr> <tr> <td>Clerk GR1</td> <td>2</td> <td>308 036</td> </tr> <tr> <td>Snr. Clerical Assistant</td> <td>1</td> <td>144 258</td> </tr> <tr> <td>Clerical Assistant (PMS)</td> <td>1</td> <td>117 160</td> </tr> <tr> <td>Total Costs:</td> <td></td> <td>2 872 690</td> </tr> </tbody> </table>	Deputy Director Corporate Services: HR	1	431 352	Assistant Director Organisational Development	1	317 957	Assistant Director OHS	1	351 619	Senior Personnel Officer	1	276 037	Personnel Officer	2	533 689	Administration Officer: LRA	1	233 153	Safety Officer	1	159 429	Clerk GR1	2	308 036	Snr. Clerical Assistant	1	144 258	Clerical Assistant (PMS)	1	117 160	Total Costs:		2 872 690		
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Key Performance Area	Performance During the Year, Performance Targets Against Actual Achieved and Plans to Improve Performance	Current	Target																																	
	Appointments/Terminations/Retirements 2008/2009																																			

2008/07	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased ➤ Retirement ➤ Contract expired ➤ Dismissals ➤ Transfers 	2	
2008/08	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased ➤ Dismissals 	2	
2008/09	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased ➤ Retirement ➤ Dismissals ➤ Transfers 	2	
2008/10	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased ➤ Retirement ➤ Contract expired 	4	
2008/11	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased ➤ Retirement 	2	
2008/12	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Deceased ➤ Retirement ➤ Contract expired 	0	
2009/01	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Deceased ➤ Retirement ➤ Contract expired 	0	
2009/02	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased ➤ Retirement 	0	
2009/03	<ul style="list-style-type: none"> ■ Appointments ■ Terminations <ul style="list-style-type: none"> ➤ Resignations 	1	

	<ul style="list-style-type: none"> ➤ Retirement ➤ Contract expired ➤ Transfers 	0 0 1 3
2009/04	<ul style="list-style-type: none"> ▣ Appointments ▣ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased 	5 0 1 4
2009/05	<ul style="list-style-type: none"> ▣ Appointments ▣ Terminations <ul style="list-style-type: none"> ➤ Resignations ➤ Health ➤ Deceased ➤ Retirement ➤ Councilors 	0 1 0 1 1 3
2009/06	<ul style="list-style-type: none"> ▣ Appointments ▣ Terminations ▣ Resignations ▣ Health ▣ Deceased ▣ Contract expired <ul style="list-style-type: none"> ▣ Effective implementation of a PMS for all Managerial and supervisory posts ▣ Ensure that a functional staff establishment linked to TASK is developed ▣ Ensure a sound Labour Relations environment within the Organization ▣ The development of industry acceptable Works Skills Plans (WSP) and PDP's for Municipal Staff Members. ▣ Ensure the maintenance of a Healthy working environment in compliance ▣ The review of all existing Human Resources Policies and programmes to ensure alignment to applicable legislation by 31 March 2009. ▣ Development of an Employment Equity Plan in compliance to prescripts ▣ Control and Manage Finances, Continuously monitor and manage budget 	1 0 0 1 1 40% 100% 80% 100% 60% 100% 90% 100% 90% 100% 50% 100% 60% 100% 90% 100%

Function:	Msukaligwa Municipality											
Sub:	Corporate Services											
5.4.1.3 Job Evaluation and Performance Management												
Reporting Level	Detail	Total										
Overview:	Manages the functional key performance areas, processes and procedures associated with the establishment and implementation of a PMS system to measure and report on the accomplishment of outcomes, enable the identification of skill gaps and/or improvement to application and execution methodologies and recognition of outstanding achievements in order to ensure the organization is capable of aligning and achieving critical service delivery objectives and maintain acceptable levels of quality standards.											
Description of the Activity:	<p>The function of Job Evaluation and Performance Management services within the municipality is administered as follows and includes:</p> <ul style="list-style-type: none"> • Directs and controls the functional key performance areas, processes and procedures associated with Organisational Development by analysing and establishing the adequacy of interventions to achieve transformation and performance objectives, providing support, advice and guidance in respect of aligning organization functions and role boundaries, monitoring the implementation of the functional Performance Management System and its effectiveness to measure and report on the accomplishment of outcomes and, analysing the effectiveness and contribution of transformation policies to support change in order to ensure human resources management interventions contribute positively to change and effectiveness. <p>These services extend to include <i>Msukaligwa Municipal region</i>, but do not take account of <i>GSDM Municipal region</i> which resides within the jurisdiction of Provincial government.</p>											
Analysis of the Function:	<p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> • Effective implementation of the PMS for the Municipality in terms of policies • Support Departments in the production of quality Job Descriptions, Strategic Operational Plans and Balance Score Cards. • Control and Manage Finances and Continuously monitor and manage budget <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> • Design the organisational structure to meet the objectives of the IDP. • Ensure that all employees have job descriptions that are signed and to ensure that all positions are evaluated in terms of task job evaluation system. To implement the employee PMS system initially to senior managers and later to all staff up to post level 5. <p>Numbers and costs to the employer of all PMS Staff:</p> <table border="1"> <tr> <td>Assistant Director</td><td>1</td><td>317 957</td></tr> <tr> <td>Clerical Assistant (PMS)</td><td>1</td><td>117 160</td></tr> <tr> <td>Total Costs:</td><td></td><td>435 117</td></tr> </table>	Assistant Director	1	317 957	Clerical Assistant (PMS)	1	117 160	Total Costs:		435 117		
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Key Performance Area	Performance During the Year, Performance Targets Against Actual Achieved and Plans to Improve Performance	Current	Target									
Formulate and Implement a performance management policy	<ul style="list-style-type: none"> • A performance management policy was formulated and consultation took place with all the relevant stakeholders. Council approved the policy for implementation on the 01st July 2008. There are plans to complete the balanced score cards which will be used hand in hand with the PMS system. Development of the PMS software is at an advanced stage. The balanced score cards for the year 2008/2009 could not be implemented by senior managers due to the fact that some of the balanced score cards were incomplete. They did not have objectives; senior managers could not relate them to the IDP. Performance for 2009/2010 was only guided by the SDBIP and the budget. Actual performance could not be measured against performance targets in the financial year of 2008/2009. A process of writing job descriptions commenced in 2008/2009 and will be finalised in 2009/2010 financial year. Job evaluation will be finalised in 2009/2010. 	40%	100%									

Function:	Msukaligwa Municipality											
Sub:	Corporate Services											
5.4.1.4 Occupational Health and Safety												
Reporting Level	Detail											
Overview:	Manages the key performance areas, processes and procedures associated with the Occupational Health and Safety functionality by identifying with the legislative requirements and developing, seeking approval and implementing procedures, systems and approaches to monitor and maintain conformity; defining the scope of audit and investigational studies to determine potential threat; exploring the appropriateness of preventative measures using scientific and statistical methodologies to derive and report on conclusions and, conducting educational and informative sessions to explain procedures, practices and policies addressing occupational hazards and risks in order to ensure the functionality is positioned to support the organization with its statutory obligations with respect to the provision of a safe and healthy work environment.											
Description of the Activity:	<p>The function of OHS services within the municipality is administered as follows and includes:</p> <p>These services extend to include <i>Msukaligwa Municipal region</i>, but do not take account of <i>GSDM Municipal region</i> which resides within the jurisdiction of <i>Provincial government</i>.</p>											
Analysis of the Function:	<p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> • The development and institutionalization of the OHS policy and policy statement. • To establish and maintain workplace health and safety committees • To have an emergency plan and evacuation procedures • Control and Manage Finances and Continuously monitor and manage budget <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> • Conduct routine safety audits • Conduct health and safety risk assessment • Conduct training in relation to hazards in the workplace • Promote health and safety in the workplace • Develop health and safety policies. • Provide for emergency care for the workplace: fire preparedness and first aid treatment. • Ensuring that accidents/ incidents are reported and investigated. • Establishment of health and safety committees. <p>Numbers and costs to the employer of all LED Staff:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Assistant Director</td><td style="text-align: center;">1</td><td style="text-align: center;">351 619</td></tr> <tr> <td>Safety Officer</td><td style="text-align: center;">1</td><td style="text-align: center;">159 429</td></tr> <tr> <td></td><td style="text-align: center;">Total Costs:</td><td style="text-align: center;">511 048</td></tr> </table>			Assistant Director	1	351 619	Safety Officer	1	159 429		Total Costs:	511 048
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Safety Officer	1	159 429										
	Total Costs:	511 048										
Key Performance Area	Performance During the Year, Performance Targets Against Actual Achieved and Plans to Improve Performance	Current	Target									
Policy Formulation And Implementation	<ul style="list-style-type: none"> • Occupational Health and Safety policy was adopted by council in December 2008 and the policy statement was signed by the Executive Mayor in March 2009 with the support from Salga Mpumalanga. • Smoking Policy was adopted in December 2008 and is being implemented • Personal Protective Equipment policy is underway 	100%										
Education And Awareness	<ul style="list-style-type: none"> • Office safety campaign was introduced to staff members at civic centre • All staff members at waste management were trained • Top Management received a talk on hazards posed by crossing electrical cables in offices • First aiders were appointed and were trained on first aid level 1 	100% 100% 100% Ongoing	2010									
Occupational Hazards And Risk Profiling	<ul style="list-style-type: none"> • health risk assessment- was conducted at sewer plant, sewer network and refuse collection services • Routine inspections were conducted in all departments and sections. Major highlight was the prevention of the collapse of a trench during repair of a broken sewer pipe in Merino street 											
Accident And Incident Profiling	<ul style="list-style-type: none"> • Accidents/ injuries at work reported and investigated • Near miss reported and investigated 	6 1										

Promotion/ Continuos Improvement	<p>The following teams were awarded the best health and safety team:</p> <ul style="list-style-type: none">  Team parks  team licensing  roads and storm water  Chrissiesmeer  Davel team  Expenditure 		
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Function: Sub: 5.4.1.5 Administration & Auxiliary	Msukaligwa Municipality Corporate Services																		
Reporting Level	Detail																		
Overview:	The section provides an effective administrative service to core service delivery functions by way of supporting, preparation and compilation of committee agendas and taking minutes and coordination of all council's committee meetings. Aligning document management systems to facilitate effective circulation, response, storage and retrieval of documents as records of council. The section also does house keeping function and leasing of halls around Msukaligwa.																		
Description of the Activity:	<p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> • Provision of support by way of Coordination and Preparation of Council and Committees agendas and minutes in accordance to quality standards. • Provision of efficient logistics and support services to other departments and committees by housekeeping and provision of sundry refreshments • Development of the telephone policy of Council to minimize telephone costs incurred by Council personnel • Development of the workflow implementation processes which is still at the planning stage of the design. A task team consisting of officials from various department was established in this regard • Enforce the compliance to National Archives Legislations by the departments.. • Maintenance of the resolution system by capturing all resolution of Council a report on the status with regard to implementation of resolution of Council will be submitted in August to Council. • Consultation with staff is done every week in sectional staff meetings where operational matters are discussed. • To ensure a comprehensive committee support services to Council • To ensure the attendance to personnel administration matters • The ensure the provision of an effective and reliable records system • Ensure effective administrative housekeeping and maintenance of furniture and equipments of halls. <p>The key issues for 2008/09 are:</p> <ul style="list-style-type: none"> • Personnel shortages (Registry and Admin) • Limited budget <p>Support function was rendered to the following committees:</p> <ul style="list-style-type: none"> • Council • Mayoral committee • Management • Finance • Corporate Services • Public Safety • Community and Health • Engineering Portfolio Committees • LGNC • IDP forums • LLF • Training Committee • Steering committee for PMS <p>Number and cost to employer of all typing pool personnel:</p> <table border="1"> <tr> <td>Professional (Managerial/Specialist)</td> <td>1</td> <td></td> </tr> <tr> <td>Field (Supervisory)</td> <td>2</td> <td></td> </tr> <tr> <td>Office (Clerical/Administrative)</td> <td>6</td> <td></td> </tr> <tr> <td>Temporary</td> <td>0</td> <td></td> </tr> <tr> <td>Contract</td> <td>0</td> <td></td> </tr> <tr> <td>General Workers</td> <td>25</td> <td></td> </tr> </table>	Professional (Managerial/Specialist)	1		Field (Supervisory)	2		Office (Clerical/Administrative)	6		Temporary	0		Contract	0		General Workers	25	
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Key Performance Area	Performance During the Year, Performance Targets Against Actual Achieved and Plans to Improve Performance	Current	Target																
Establish/reaffirm a clear mandate and planning process all Stakeholders	All schedule meetings of section 80 committees and the Mayoral committee were held during the month of July and support services was given in full. Halls were leased out to various organizations.	100%	100%																